How to register for classes online at Otterbein University

Once you know what classes you would like to take during the semester, you will need to access "My O-zone" to register for courses.

"My O-zone" is a student information system that allows students to register for classes, pay bills, etc. you will need to activate your Otterbein email account before you can access Ozone.

To Register Classes

1. Go to the Otterbein University main page at: <u>http://www.otterbein.edu/public.aspx</u>



2. Click on the "My O-zone" icon located at the top right of the page.



3. Login using your Otterbein user name and password. These will be the same as your email user name and password.



4. Click on "My Banner" icon located at the top right of the page.

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Password	T		September 5, 2	:013
			e	-
Student Financial Aid	Employee			
		ALCESSIBIL	IT SHE MAP HELP	
t information or marital statu	s) review name or social security number () rds. oblity, accept award offers, and view loan	ange information: Change you	PIN: Customias your direct	tory profile.
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6. Click on "Rigistration".

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Student	
Registration	
Check your regarded on the data and house and add or doop chases Student Records	
Student Account. The year account automates, statement/pairment hatory and tax information	
Pay Make Payments	
Gi ay	

7. Click on "Look Up Classes".

Personal Information Student Financial Aid Employee	
Search 00	RETURN TO MENU SITE MAP HELP
Registration	
Select Term	
Schedule of Classes	
Look Up Classes	
Add or Drop Classes	
Student Schedule, Concise	
Student Schedule (Email Instructor)	
Registration Fee Assessment	
Registration Status	

8. Select a term from the menu, then click on "Submit" at the bottom.

Personal Information Student Financial Aid Employee	
Search Go	RETURN TO MENU SITE MAP HELP
Select Term or Date Range	
Search by Term:	
None	
Submit Reset	
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9. Select the academic field of study (major) from the menu.

Look Up Classes To view all of the classes in a department at the same time, click on Advanced Search. Otherwise, select at least one subject and click Class Search Subject: Academic Support Center Accounting Actuarial Science American Sign Language Anthropology Art Art History Athletic Training Biology	earch Go	RETURN TO MENU SITE MAP HELP
To view all of the classes in a department at the same time, click on Advanced Search. Otherwise, select at least one subject and click Class Search Subject: Academic Support Center Accounting Actuarial Science Anthropology Art Art History Athletic Training Biology	ook Up Classes	
Subject: Academic Support Center Accounting Actuarial Science American Sign Language Anthropology Art Art History Athletic Training Biochemistry/Molecular Biology Biology	To view all of the classes in a department at the same time, click on A	dvanced Search. Otherwise, select at least one subject and click Class Search.
Course Search Advanced Search	abject: Academic Support Center Accounting Actuarial Science American Sign Language Anthropology Art Art History Athletic Training Biology Biology	

10. Then click on "Course Search" at the bottom. A list of courses should appear. For example, we select Actuarial Science, a list of Actuarial Science courses which open in the term you selected will be appear (we select Spring Semester 2014 as example).

Search	Go	RETURN TO MENU SITE MAP HELP	RETURN TO MENU SITE MAP HELP				
Look L	lp Classes						
Spring Se	mester 2014						
Actuaria	I Science						
4600	Problem Solving Actuarial Sci	View Sections					
5300	Loss Models	View Sections					
		[Student Detail Schedule View Fee Assessment]					

11. Click on "View Sections" after the course you want to register. For example, we choose ASCI5300 Loss Models.

Search	Go	RETURN TO MENU SITE MAP HELP							
Look L	ook Up Classes								
Spring Se	mester 2014								
Actuaria	al Science								
4600	Problem Solving Actuarial Sci	View Sections							
5300	Loss Models	View Sections							
		[Student Detail Schedule View Fee Assessment]							

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 - 12. Then the information of this course should appear.

Search	Ge			RE	TURN TO MENU	SITE HAP				
.ook Uj	p Classes								Spring Ser Sep 05, 201	nester 201 13 09:47 a
Select th	e box in front of the CR	4 (C identifies a closed class	s) and choose Register (or Add to Works	heet. To be a	dded to a w	aitlist, you must use	the Add/Drop Cours	ses page,	
ections Fe	ound									
ections Fe Vctuarial 5	ound Idence									
Sections Fo Actuarial S Select CRM	ound Gence • Subj Crse Sec Cm 99 ASCI 5300 01 M	p Cred Title Day 4.000 Loss Models TR	s Time 09:45 am-11:15 am	Cap Act Rem 25 10 15	WL Cap W	L Act WL R 25	em Instructor Zhen Huang (P)	Date (MM/DD) 01/27-05/15	Location TOWERS 121	Attribute

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"Cap" is section capacity. The capacity of course is 25 students. "Act" is section actual. Right now there are totally 10 students have registered this course. "Rem" is section remaining. There are 15 remaining for this course. "WL Cap" is waitlist capacity. "WL Act" is waitlist actual. "WL Rem" is waitlist remaining.

13. If you want to register the course, please click on the box under "Select", then click on "Register".

Actuarial Science									
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	
•	22099	ASCI	5300	01	М	4.000	Loss Models	TR	
 Pagist	or A	dd to	Work	She	ot	New Se	arch		

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14. If you succeeded register the course, it will appear like this.

Personal Information Student F	inancial Aid Emplo	ayee
Search Go		RETURN TO MENU SITE MAP HELP
Add or Drop Classes		
To add a class, enter the Course the course, then use the option	Reference Number from the Action pull	in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To add a II down menu to choose Waitlisted.
Current Schedule		
Status	Action	CRN Subj Crse Sec Level Cred Grade Mode Title
WEB Registered on Jul 31, 2013	None	22123 MBA 6000 EV1 Graduate 3.000 Standard Letter Managing in Organizations
The regeneration of the day and a	None	E ELECTION OFFICE CONSTRUCTION STREAMS FOR HEADING IN SUBMERIOUS

15. But sometimes you may get an error message when you try to register for a course. For example:

Registration Add Errors						
Status	CRN	Subj Crse S	Sec Level	Cred	Grade Mode	Title
Prerequisite and/or Test Score error	22099	ASCI 5300 0	01 Graduate	4.000	Standard Lett	er Loss Models

This is normally because you need permission to register for the course you do not have the "prerequisites" for the course.

"Prerequisites" are the foundation or background courses you need to take before you can take upper level courses. It may be possible for you to take this course if you can demonstrate you have the foundation necessary to succeed in the course. This is normally demonstrated by showing you have taken other related courses. You can see the requirement or prerequisites for this course by click on the CRN (Course Reference Number). For this course is "22099".

Actuar	ial Sci	ence							
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title		Days
	22099	ASCI	5300	01	М	4.000	Loss	Models	TR
Regist	er A	dd to	Work	She	et	New Se	earch	Ĩ	

The class schedule listing of this course will be shown. Please click on the title.

Search Go

Class Schedule Listing

Associated Term: Spring S Registration Dates: Apr 15 Levels: Graduate, Undergr	Semester 2014 5, 2013 to Feb 03 aduate	3, 2014		
zereisi ordadato, ordargi				
Main Campus Lecture Schedule Type Traditional Instructional Me 4.000 Credits View Catalog Entry Access Otterbein Bookstor	thod website for cos	t of books.		
Cobadulad Mantine Times				
Type Time	avs Where	Date Range	Schedule Type In	structors
Class 9:45 am - 11:15 am T	R Towers Hall 1	.21 Jan 27, 2014 - May 15,	2014 Lecture Zł	nen Huang (P)
RELEASE: 8.5.1				
the detailed class infor	mation will be	e shown. Prerequisit	es are at the botto	m of the page.
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Registration for courses with prerequisites

If you need to take a course that requires a prerequisite, please complete the "Registration for Courses With Prerequisites" form in the CIEGE database located at

If you have any questions, please feel free to contact CIEGE at <u>ciege@otterbein.edu</u>, or 614-823-3263 for help.